

Daily Bread Food Pantry
Board Meeting Agenda
Wednesday, June 30, 2021

PRIOR MINUTES REVIEW (4:00 PM – 4:05)

PRESIDENT’S REPORT (4:05 – 4:20)

- Welcome to Sandra!
- Some random thoughts on first six or seven months as President
 - The good, the not-so-good, and the definitely not good
 - Things that absolutely MUST happen before the end of 2021 (imo)
- Update on matters discussed in May report
 - Awning
 - Pickup Truck (inc. possible special contribution to Community Food Rescue)
- Review of client visit trends - see accompanying files
- United Way Resiliency Grant and review of PayPal receipts – See accompanying file
- Volunteer survey results sneak peek – see accompanying file
- New Sox Box functionality
- Possible TEFAP Audit
- Race and Equity Training – particular issue to discuss

CLIENT VISIT POLICY (4:20 – 4:40)

- Should we change it again? Factors to consider:
 - Client trends (see above)
 - Resources
 - Number of visits
 - Food outside of “open” hours
 - TEFAP/Non-TEFAP segregation
 - Volunteer concerns
 - Our mission
 - Other agencies

TREASURER’S REPORT (4:40 – 4:50)

- General Update

PANTRY SAFETY/RISK REVIEW (4:50 – 5:20)

- Food safety
- COVID-19 procedures (esp. in light of Delta variant and rapidly changing attitudes to mask wearing)
- Vehicle safety
- Physical activity safety
- Physical security
- Volunteer background checks (particular issue to be discussed)
- Other safety issues
- Thoughts on non-safety related risks – likely to be deferred until future meeting

POST-COVID DISTRIBUTION MODEL (5:20 – 5:30)

- Ongoing discussion of options especially in light of volunteer survey results

OTHER: (5:30 – 5:40)

- Pantry Coordinator report
- AOB
- Next Meeting Date